

**WALSALL HEALTHCARE NHS TRUST
PERSON SPECIFICATION**

POST: Access Administrator

GRADE: Band 2

Job Requirements	How Tested	Weighting
QUALIFICATIONS Good standard level of education (2 GSCE's or equivalent). NVQ level 2 in Customer Service (or equivalent).	A A	
EXPERIENCE Experience with dealing with patients or working in a customer focused environment. Experience of using IT systems/data input.	A/I A/I	
SKILLS AND KNOWLEDGE Good keyboard, IT and administrative skills. Good communication skills Ability to work as part of a team. Equivalent level of knowledge gained through experience ie 18 weeks RTT Able to contribute to the, modification, structure, maintenance, presentation and information within a team or as assigned.	A/I A/I A/I A/I A/I A/I	
OTHER Able to develop own skills and knowledge and participate Able to contribute to the improvement of service. Able to maintain quality in own work and encourage others to do so.	A / I A / I A / I	

How Tested**A = Application form****I = Interview****T = Test****P = Presentation****O = Other****R = Reference****Weighting****H = High****M = Medium****L = Low**